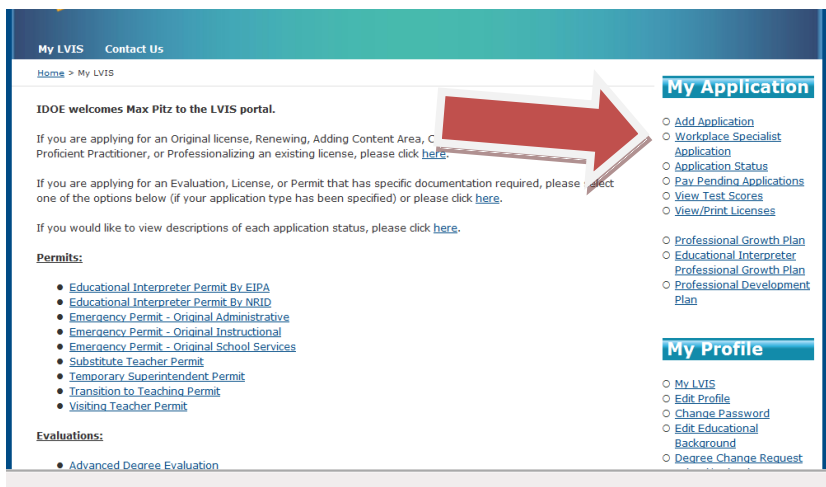


Conversions of Workplace Specialist 1 to Workplace Specialist 2

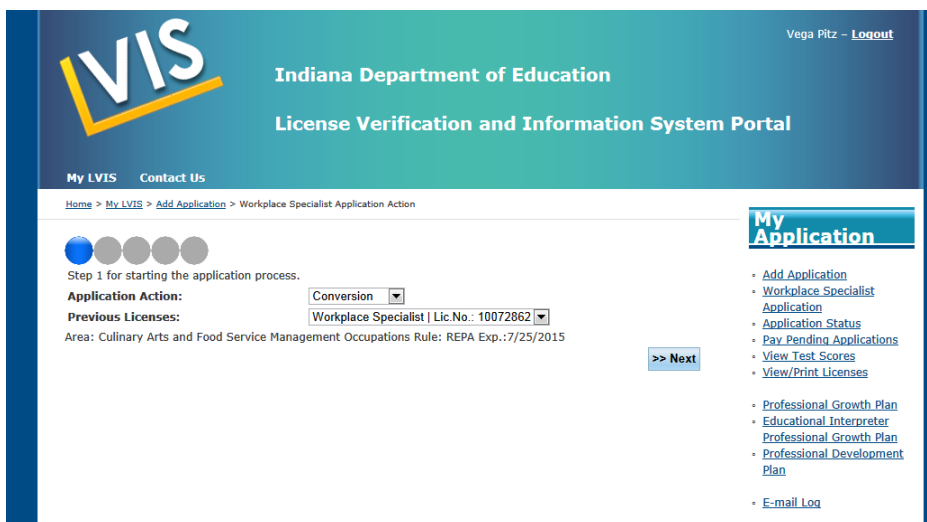
The 1st step of completing an application for WS1 to WS2 conversion application should be that you prepare your 1st Professional Development Plan—“Proposed Plan” and have your CTE Director approve it. This is a statement of objects or goals that you’d like to accomplish over the next 5 years toward the renewal of your WS2 license. This will remain on file with your CTE-Director.

Conversion Application (once PDP is approved)

1. Choose “Workplace Specialist Application” from your “My LVIS” home screen.



2. In Step 1 of the Application Process, choose “Conversion” from the drop down menu, then choose your license number and then press “NEXT”.



3. In Step 2 of the application process, you will indicate an employment institution if you have not already done so. Then you will press “Next”

Home > My LVIS > Add Application > Application Recommending Institution

In order to route your application to the appropriate individuals for approval, please verify the following employment information is correct:
Employer Name: Twin Rivers Career & Tech Ed Area - 1425

If this information is not correct, please [update](#) your information and return to this application.

If you are applying for a Workplace Specialist License, Emergency Permit, Transition to Teaching Permit, or Visiting Teacher Permit **this is the school/school corporation where you are employed**. If you are applying for a Substitute Teacher permit, it is the school/school corporation where you are employed or intend to be employed. We need this information because the administrator at this school/school corporation must approve your application and potentially your PGPs/PDPs for renewal. To continue this application you must identify an employing school/school corporation. If your school is missing from the drop down list, please contact DOE at licensinghelp@doe.in.gov.

<< Previous Save For Later >> Next

4. In Step 3 of the application process, you will answer all legal questions. If you answer “yes” to any of these you must upload supporting documentation explaining the situation.
 - a. You will press “Next” when done.

Home > My LVIS > Add Application > Application Criminal History

Please answer the following questions.

1. Have you ever been convicted of a felony? ☐ Yes ☒ No
2. Have you ever been convicted of a misdemeanor since February 6, 1998? ☐ Yes ☒ No
3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? ☐ Yes ☒ No

<< Previous Save For Later >> Next

5. In Step 4 of the application process, you will upload your CPR/AED/Heimlich card and your TABE score results.
 - a. You will press “Next” when done.

Home > My LVIS > Add Application > Application Requirements

The following information is required for your application based on the current information in your application. Please include all required documentation. Empty files will not be uploaded to the system. File names must be less than 150 characters.

The only allowed file types are: pdf, txt, doc, docx, jpg, xls, xlsx, and ppt.

For more information regarding CPR requirements, please visit the [DOE website](#).

Please upload required documentation below:

Document	Upload
*Certification of Score at 12th Grade on all 3 Sections of TABE	<input type="text"/> Browse...
*Proof of CPR / Heimlich / AED Certification	<input type="text"/> Browse...

If you were deficient in one or more areas of the TABE, please upload the transcript below from the university where you took the course(s) and earned a B or higher to satisfy the deficiency in the TABE content area(s). If needed, you may upload up to three different transcripts.

Please upload optional documentation below. You may be required to provide these documents prior to evaluation:

Document	Upload
Transcripts (MUST BE OFFICIAL)	<input type="text"/> Browse...
Transcripts (MUST BE OFFICIAL)	<input type="text"/> Transcripts (MUST BE OFFICIAL)
Transcripts (MUST BE OFFICIAL)	<input type="text"/> Browse...

<< Previous Save For Later >> Next

My Application

- Add Application
- Workplace Specialist Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View/Print Licenses

School Information

- Professional Growth Plan
- Educational Interpreter Professional Growth Plan
- E-mail Log

My Profile

- My LVIS
- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- School/ School Corporation Employer
- Role Request

6. In Step 5 of the application process, you will be given a summary of your application. If everything looks fine, please read the Loyalty Affidavit at the bottom and then hit Submit Application.

Confirm Your Application

Instructions:

1. Please review your application carefully.
2. To return to previous steps in the application process, use the 'Previous' button below.
3. When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the 'Submit Application' button.

Step 1: Action Requested

Application Action: Original
Application Type: Workplace Specialist
Content Area: Police Training

Step 2: Recommending Employer

Your employment for this application is noted as: Twin Rivers Career & Tech Ed Area - 1425

Step 3: Criminal History

Have you ever been convicted of a felony? **No**
Have you ever been convicted of a misdemeanor since February 6, 1998? **No**
Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? **No**
No Criminal History documents for this application.

Step 4: Application Requirements

Application Requirement documentation uploaded for this application
Proof of CPR / Heimlich / AED Certification
Verification of Work Experience

Step 5: Loyalty Affidavit

I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and of the State of Indiana.

By clicking the 'Submit' button below, I certify that the information contained in this application for licensure in Indiana is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.

[<< Previous](#) [Submit Application](#)

Document complies with State Form 46394 (3/17-09) V-90A

- [Add Application](#)
- [Workplace Specialist Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Educational Interpreter Professional Growth Plan](#)
- [Professional Development Plan](#)

School Information

- [Work Queue](#)
- [Application Status Search](#)
- [Report Educator Offense](#)

CTE Director

- [Work Queue](#)
- [Application Status Search](#)

My Profile

- [My LVIS](#)
- [Edit Profile](#)
- [Change Password](#)
- [Edit Educational Background](#)
- [Degree Change Request](#)
- [School/ School Corporation Employer](#)
- [Role Request](#)

7. You will then be taken to a page that looks like this. Please click on *“Click here” to pay for all pending applications.*
- a. As soon as you pay for your application, it is finalized and you will be given a confirmation.

My LVIS

[Home](#) > [My LVIS](#) > [Add Application](#) > Application Complete

You have successfully submitted your application. **Please be aware you must first complete the payment process before your application (s) will be reviewed.** You will then be notified, by email, of any status changes and/or questions we may need answered to complete the application process.

[Click here](#) to create a new application for a different license.

[Click here](#) to pay for all pending applications.

[Click here](#) to view statuses for all your current applications.

[Click here](#) for the home page.

My Application

- [Add Application](#)
- [Workplace Specialist Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Educational Interpreter Professional Growth Plan](#)
- [Professional Development Plan](#)

The application will then be routed to the CTE-Director to approve. Once it is approved it will go to the Dept of Education to issue. The applicant will be notified via email as soon as it is issued.